



## The Basics

- Introductions
  - Facilities: Restrooms and telephones are located.....
  - Sign in
  - Material
    - Agenda
    - Presentations
    - Evaluation
    - Silence cell phones and pagers.
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## Questions

- Ask questions that are pertinent to the majority of the attendees.
  - Direct all questions to the presenter.
  - Ask questions at the end of the presentation.
  - **Presenter:** Please repeat the audience member's question.
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## Remember

- CRA Orientation: October 7-8, 2005
  - Letters and information sent to Lead CRAs and PIs next week
  - See [www.calgb.org](http://www.calgb.org)
  - Read CALGaB
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## How to Complete Evaluations

- Use BLACK PENS.
  - Take a few minutes after each presentation and give us specific feedback.
  - Evaluations processed electronically using TeleForm. Use black pens, write neatly in caps inside area provided.
  - We use the results from these evaluations to improve this program.
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